



**Notes:**

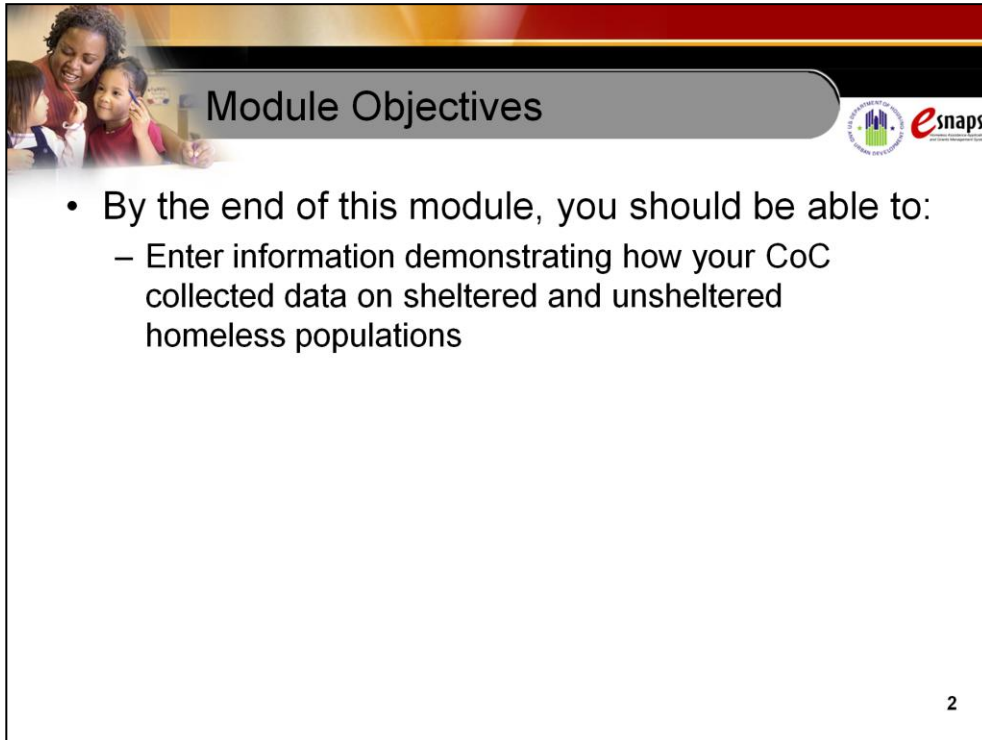
Welcome to the Exhibit 1: Homeless Populations and Subpopulations online training module. This module covers Forms 2H through 2N.

This series of forms in Exhibit 1 asks you about homeless populations and subpopulations. You will provide data on the homeless population and subpopulations within your CoC, as well as information on how your CoC collected this data. The module will explain what information you need to provide to complete this section of your *e-snaps* CoC application.

Detailed Instructions for Completing the Exhibit 1: FY2011 Continuum of Care Application are located in *e-snaps* on the left hand menu of the CoC Exhibit 1 application. At any time while going through application, if you need additional information on the forms described, please access these instructions.

Prior to starting the application, CoCs should review the Exhibit 1: Introduction and the *e-snaps* Features and Functions training modules. These and other resources are available on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>.

Now that you have an overview of what will be covered in this module, let's review this module's learning objectives.



## Module Objectives

- By the end of this module, you should be able to:
  - Enter information demonstrating how your CoC collected data on sheltered and unsheltered homeless populations

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**Notes:**

By the end of this module, you should be able to:

- Enter information demonstrating how your CoC collected data on sheltered and unsheltered homeless populations

The steps for accessing Exhibit 1 are described in detail in the Exhibit 1 Introduction training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>. Each time you return to *e-snaps*, you will access Exhibit 1 by selecting Submissions on the left menu bar and selecting the orange “Open Folder” icon to the left of the CoC Number for the FY2011 Exhibit 1 project.

The screenshot shows the 'Form 2H: Point-in-Time (PIT) Count' interface. The title bar includes a photo of a woman and child, the title 'Form 2H: Point-in-Time (PIT) Count', and the 'esnaps' logo. The main content area is titled '2H. Continuum of Care (CoC) Sheltered Homeless Population & Subpopulation: Point-in-Time (PIT) Count'. It contains several fields and instructions:

- Frequency:** A dropdown menu for 'How frequently does the CoC conduct a point-in-time count?'. Callout: 'Select the frequency of the PIT count'.
- Date:** A date field for 'Indicate the date of the most recent point-in-time count (mm/dd/yyyy)'. Callout: 'Enter date'.
- Waiver:** A 'Yes/No' checkbox for 'If the CoC conducted the point-in-time count outside the last 10 days in January, was a waiver from HUD obtained prior to January 15, 2011?'. Callout: 'Enter date'.
- Submission:** A 'Yes/No' checkbox for 'Did the CoC submit the point-in-time count data in HDX by May 31, 2011?'. Callout: 'Enter date'.
- Explanation:** A text area for 'If no, briefly explain why the point-in-time data was not submitted by May 31, 2011 (limit 250 characters)'. Callout: 'Use dropdowns to select the percentages'.
- Next Count:** A date field for 'Enter the date in which the CoC plans to conduct its next point-in-time count: (mm/dd/yyyy)'. Callout: 'Enter date'.
- Coverage:** Two dropdown menus for 'the percentage of homeless service providers supplying population and subpopulation the point-in-time count that was collected via survey, interview, and/or HRIS'. One is for 'Emergency Shelter' and the other is for 'Transitional Housing'. Callout: 'Use dropdowns to select the percentages'.
- Comparison:** A text area for 'Comparing the most recent point-in-time count to the previous point-in-time count, describe any factors that may have resulted in an increase, decrease, or no change in both the sheltered and unsheltered population counts (limit 1500 characters)'. Callout: 'Select Save & Next'.
- Buttons:** 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. Callout: 'Select Save & Next'.

A sidebar on the left lists various navigation options under 'eForms' and 'eForms Previous'.

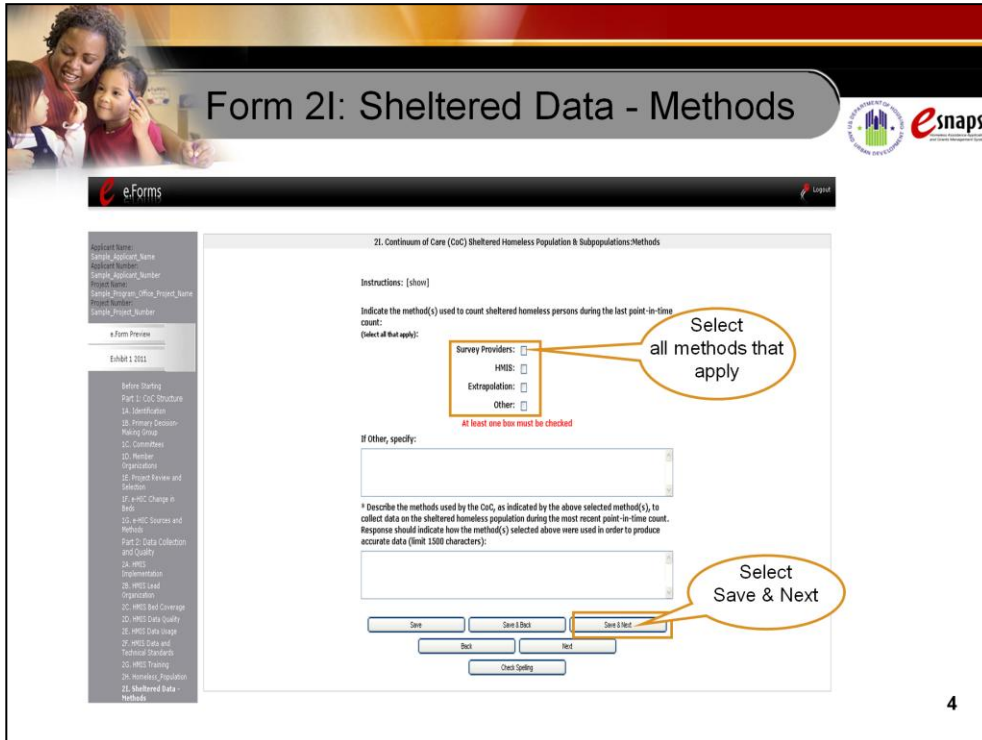
**Notes:**

On Form 2H: Sheltered and Unsheltered Homeless Population & Subpopulation: Point-in-Time (PIT) Count, you will enter information about the frequency of your CoC's point-in-time count, or PIT count. The data collected during the PIT count has been reported in 2011 on the Homelessness Data Exchange (HDX).

- In the first field, use the dropdown menu to indicate how frequently the CoC conducts a PIT count. Although CoCs are only required to conduct a point-in-time count biennially, CoCs are encouraged to conduct an annual count, if resources allow.
- In the next series of fields:
  - Indicate the date of the most recent PIT count.
  - If the date is outside of the last 10 days of January, 2011, indicate if a waiver was obtained.
  - If the PIT count was not submitted by May 31, 2011, explain why.
- In the next field, enter the date in which the CoC plans to conduct its next annual PIT count.
  - Insert the date by either entering the date in mm/dd/yyyy format or by using the “calendar” icon to the right of the field to select the date.
- In the next section, use the dropdown menus to enter information about PIT data coverage.
  - For both emergency shelter providers and transitional housing providers, enter the percentage of providers in your jurisdiction who provided your CoC with population and subpopulation data. For example, if 15 of the 20 providers provided data, you would enter 75%. To do so, select the appropriate range of percentages. For example, in this case, you would select “70-79%.”
- In the last field, describe whether or not there were differences between the most recent PIT count and the one prior.
  - CoCs should indicate in the narrative which years they are comparing. For example, CoCs that only conduct a count when required (i.e., biennially) should indicate that they are comparing the 2009 point-in-time count with the 2011 PIT count.
  - The required narrative should specifically address any factors that may have resulted in an increase, decline, or no change in both the sheltered and unsheltered population counts.
- Select the “Save & Next” button to continue to the next slide.

**Note:** Remember that you can save the information you have entered (even if you have not completed entering text in the fields), log out of e-snaps, and return later to complete the application.

**Image Description:** Screen capture of Form 2H: Sheltered and Unsheltered Homeless Population & Subpopulation: Point-in-Time (PIT) Count with the dropdown menus highlighted for the questions asking about the frequency of the PIT and the percentages of participating emergency and transitional housing providers. Also highlighted are the date field and “calendar” icon for the PIT count and the “Save & Next” button.



**Notes:**

On Form 2I: Sheltered Homeless Population & Subpopulations: Methods, you will enter information regarding how your CoC collected data about its area’s sheltered homeless population.

- First, select the method or methods your CoC used to count sheltered homeless persons. Select all that apply.
- If you select “Other,” use the “If Other, specify” field to briefly describe the data collection/calculation method used by your CoC. Otherwise, enter “not applicable.”
- In the last field, for the sheltered population data, provide a brief description of how the CoC collected the data and produced the shelter count. The description should demonstrate how the method(s) selected was used to produce an accurate count.
- Select the “Save & Next” button to continue to the next slide.

**Image Description:** Screen capture of Form 2I: Sheltered Homeless Population & Subpopulations: Methods with the method fields and the “Save & Next” button highlighted.

**Form 2J: Sheltered Data – Collections**

23. Continuum of Care (CoC) Sheltered Homeless Population and Subpopulation: Data Collection

Instructions: [Show]

Indicate the method(s) used to gather and calculate subpopulation data on sheltered homeless persons (select all that apply):

HHHS  
 HHHS plus extrapolation:  
 Sample of PIT interviews plus extrapolation:

Sample strategy:

Provider expertise:  
 Interviews:  
 Non-HHS client level information:  
 Name:  
 Other:

**At least one selection must be completed**

If other, specify:

\* Describe the methods used by the CoC, based on the selections above, to collect data on the sheltered homeless subpopulations during the most recent point-in-time count. Response should indicate how the method(s) selected above were used in order to produce accurate data on all of the sheltered subpopulations (limit: 1500 characters):

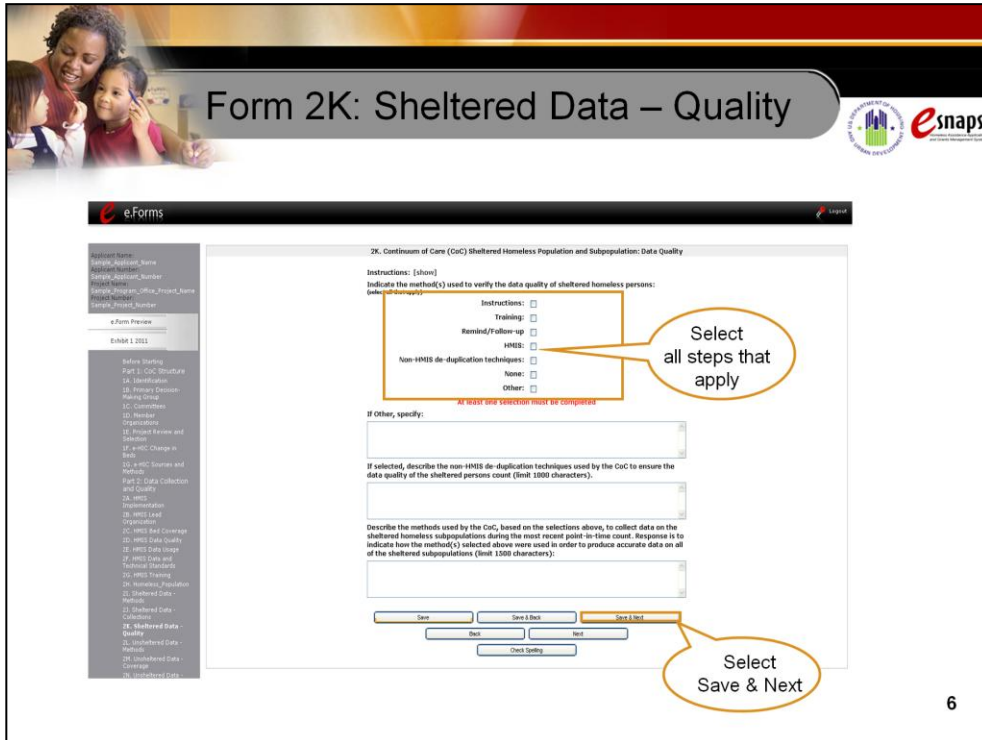
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**Notes:**

On Form 2J: Sheltered Homeless Population & Subpopulation: Data Collection, you will enter information regarding how your CoC gathered and calculated data about its area’s sheltered homeless subpopulations. CoCs are required to produce data on seven subpopulations: chronically homeless, severely mentally ill, chronic substance abuse, veterans, persons with HIV/AIDS, victims of domestic violence, and unaccompanied youth (under 18).

- First, select the method or methods your CoC used to gather and calculate data on sheltered subpopulation persons. Select all that apply.
- If you select “Other,” use the “If Other, specify” field to briefly describe the data collection/calculation method used by your CoC. Otherwise, enter “not applicable.”
- If you select “Sample of PIT interviews plus extrapolation,” use the dropdown menu to the right of the “Sample Strategy” field to indicate whether you used a “Random Sample” or a “Stratified Sample.”
  - **Note:** If you select “Sample of PIT interviews plus extrapolation,” you will **not** be required to upload and attach a completed Subpopulation Extrapolation Tool. However, HUD suggests that grantees still use the tool to gather and calculate data about their area’s sheltered homeless population.
- In the last field, for the sheltered subpopulation data, provide a brief description of how the CoC collected the data and how it produced the data on the subpopulation. Narratives should indicate how the method(s) selected were used in order to produce accurate data on all of the sheltered subpopulations.
- Select the “Save & Next” button to continue to the next form.

**Image Description:** Screen capture of Form 2J: Sheltered Homeless Population & Subpopulation: Data Collection with the “Sample Strategy” dropdown menu and the “Save & Next” button highlighted.



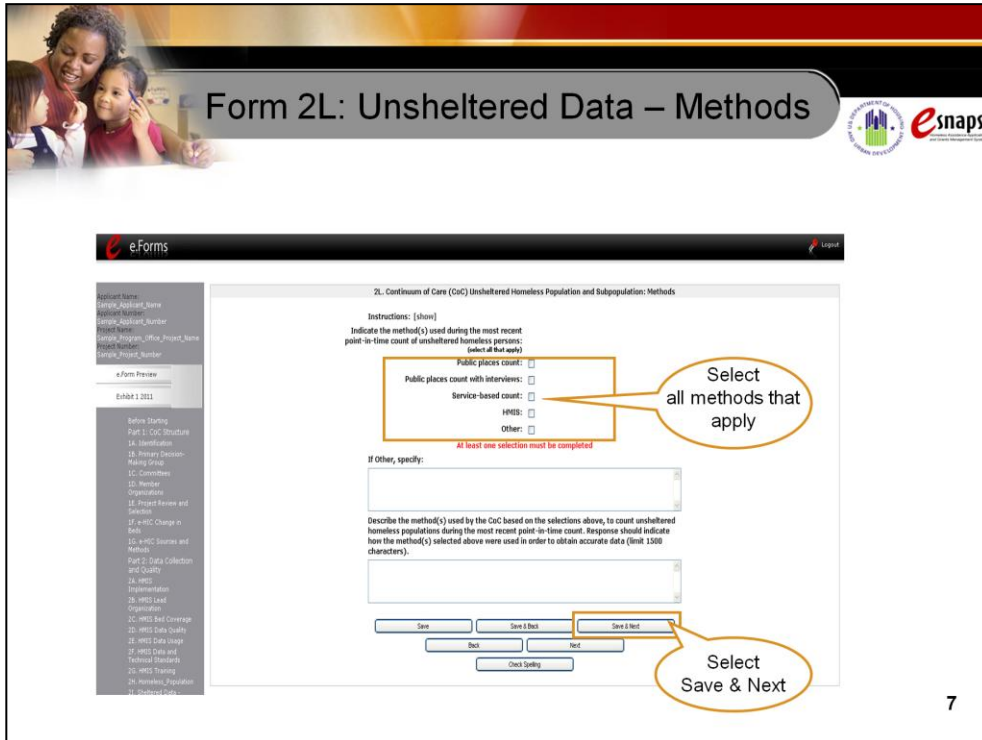
**Notes:**

On Form 2K: Sheltered Homeless Population & Subpopulation: Data Quality, you will enter information about the steps your CoC took to ensure that it collected high-quality data on the sheltered homeless population it serves.

**Note:** The term “de-duplication” means the process by which information on the same homeless client within a program or across several programs is combined into unique records.

- To begin first indicate the steps your CoC used to ensure data quality of the sheltered persons count.
- If you select “Other,” provide a brief description in the “If Other, specify” field. Otherwise, enter “not applicable.”
- In the final field on this form, describe the methods (e.g., the non-HMIS de-duplication techniques) your CoC used to remove duplicate entries from the sheltered population count.
- Select the “Save & Next” button to continue to the next form.

**Image Description:** Screen capture of Form 2K: Sheltered Homeless Population & Subpopulation: Data Quality with the fields for the data quality steps and the “Save & Next” button highlighted.

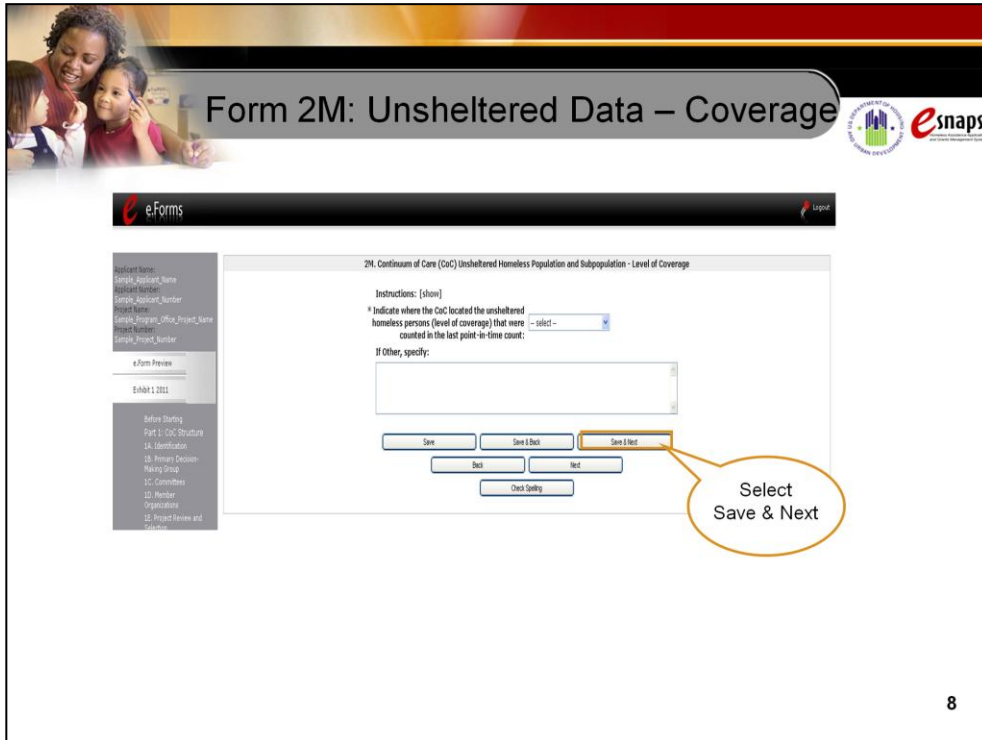


**Notes:**

On Form 2L: Unsheltered Homeless Population and Subpopulation: Methods, you will enter information about the approach your CoC used to produce a count of the unsheltered population it serves.

- To begin, first select the method or methods your CoC used to count the unsheltered homeless population. Select all that apply.
  - **Note:** Service-based counts are counts that were conducted at a service center, such as a food bank or a counseling center.
- If you select “Other,” briefly describe the alternate method your CoC used to count unsheltered persons in the “If Other, specify” field. Otherwise, enter “not applicable.”
- In the final field on this form, describe the methods your CoC used to count unsheltered homeless populations during the most recent PIT count.
- Select the “Save & Next” button to continue to the next form.

**Image Description:** Screen capture of Form 2L: Unsheltered Homeless Population and Subpopulation: Methods with the method fields and the “Save & Next” button highlighted.

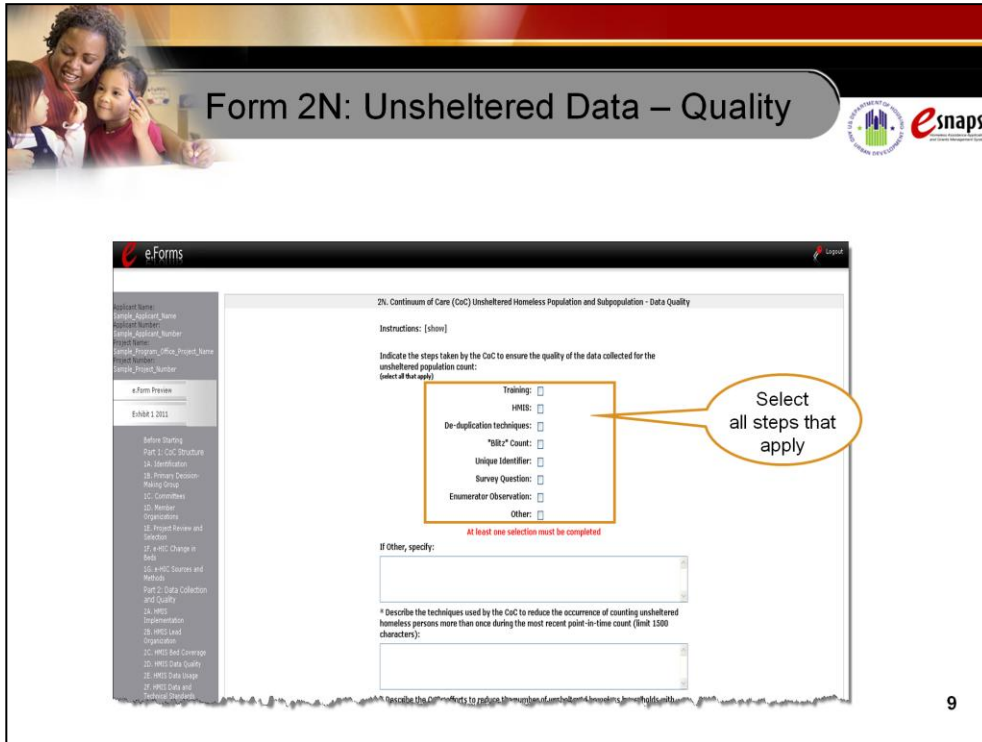


**Notes:**

On Form 2M: Unsheltered Homeless Population and Subpopulation: Level of Coverage, you will indicate the data coverage level from your CoC’s most recent PIT count.

- To begin, in the first field use the dropdown menu labeled “Indicate the level of coverage of the PIT count of unsheltered homeless people,” to select the coverage level.
  - Options include “Complete coverage,” “Known locations,” “Non-shelter services,” “A combination of locations,” or “Other.”
  - Non-shelter services include locations such as soup kitchens or healthcare centers.
- If you select “Other,” use the “If Other, specify” field below to describe your coverage level and how it was determined. Otherwise, enter “not applicable.”
- Select “Save & Next” to continue to the next form.

**Image Description:** Screen capture of Form 2M: Unsheltered Homeless Population and Subpopulation: Level of Coverage with the “Save & Next” button highlighted.



**Notes:**

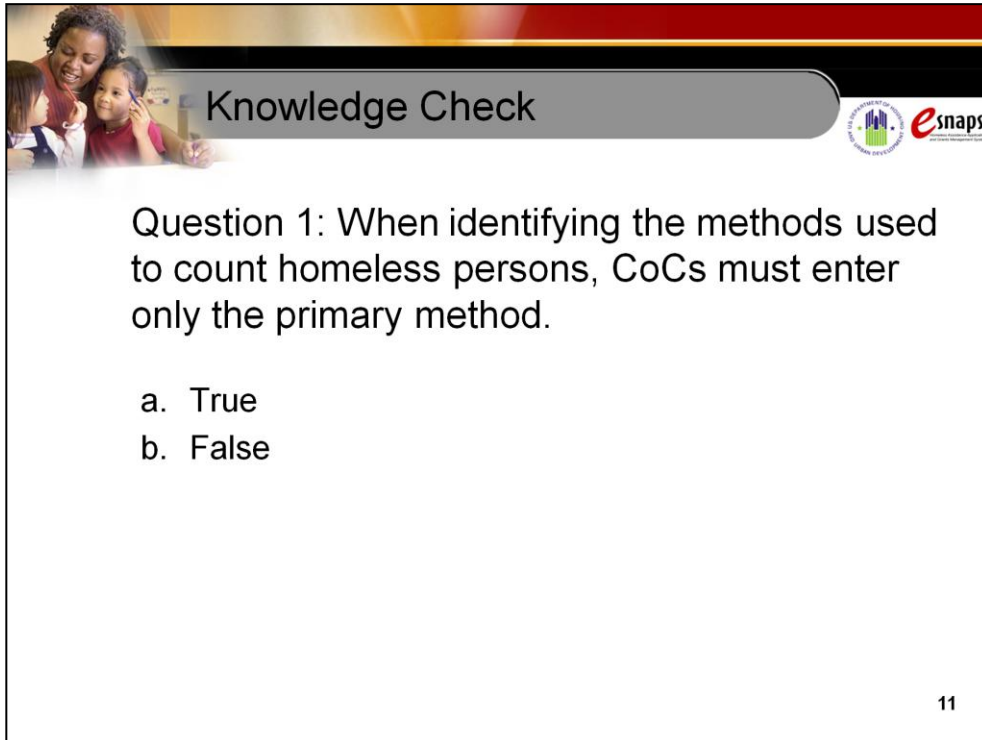
On Form 2N: Unsheltered Homeless Population and Subpopulation: Data Quality, you will enter information about the quality of the data collected for the unsheltered homeless population.

**Note:** As described earlier in this module, the term “de-duplication” means the process by which information on the same homeless client within a program or across several programs is combined into unique records.

- To begin, first indicate the steps your CoC used to ensure data quality for the unsheltered data.
- If your CoC pursued an alternative approach to enhance data quality, select “Other” and provide a brief description in the “If Other, specify” field. Otherwise, enter “not applicable.”
- In the next field, describe the techniques your CoC used to remove duplicate entries from the unsheltered population count.
- Next, use the right-hand scroll bar to scroll down to the next section of the form.

**Image Description:** Screen capture of the top half of Form 2N: Unsheltered Homeless Population and Subpopulation: Data Quality with the fields for the data quality steps highlighted.





**Knowledge Check**

Question 1: When identifying the methods used to count homeless persons, CoCs must enter only the primary method.


- a. True
- b. False

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**Notes:**

The following slides contain a couple of knowledge check questions. Review the question and determine your response. The next slide will present the correct answer and provide feedback. Let's get started.

Question 1. When identifying the methods used to count homeless persons, CoCs must enter only the primary method. Is this statement a. True or b. False?



## Knowledge Check – Feedback



Question 1: When identifying the methods used to count homeless persons, CoCs must enter only the primary method.

- a. True
- ✓ b. False

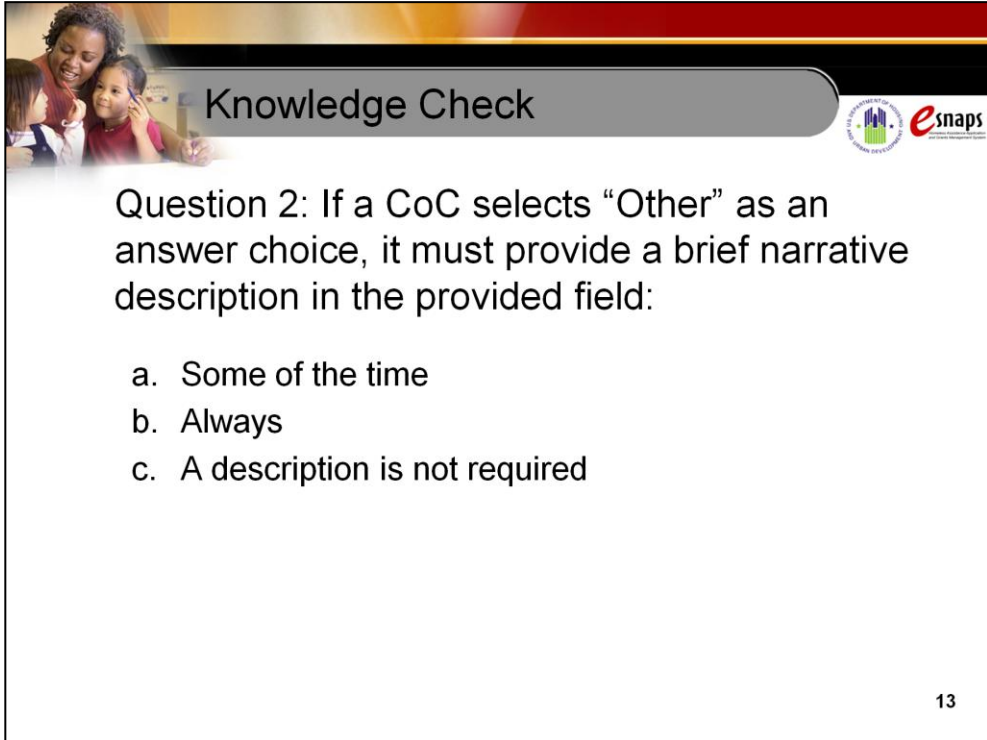
**FEEDBACK:**

CoCs must select all methods that they used to conduct the PIT count.

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**Notes:**

The correct answer is b. False. CoCs must select all the methods, not just the primary method, that they used to collect information on the number of homeless persons during the PIT count. The form allows CoCs to select the box for more than one method.



**Knowledge Check**

Question 2: If a CoC selects “Other” as an answer choice, it must provide a brief narrative description in the provided field:

- a. Some of the time
- b. Always
- c. A description is not required


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**Notes:**


Question 2: If you select “Other” as an answer choice, you must provide a brief narrative description in the field provided:

- a. Some of the time
- b. Always
- c. A description is not required

Please determine the best response.



## Knowledge Check – Feedback



Question 2: If a CoC selects “Other” as an answer choice, it must provide a brief narrative description in the provided field :

- a. Some of the time
- ✓ b. Always
- c. A description is not required


**FEEDBACK:**

CoCs must provide a brief description whenever they select “Other” as an answer choice. CoCs that do not provide a brief description may lose points on their funding application.


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**Notes:**

The correct answer is b. Always. Whenever you select “Other” as an answer choice, you must provide a brief narrative description. CoCs that omit this description when selecting “Other” may lose points on their funding application. If “Other” is not selected, write “not applicable” in the field.



## Module Wrap-Up



**Congratulations!** You completed the Exhibit 1: Homeless Populations and Subpopulations module.

- You should now be able to:
  - Enter information demonstrating how your CoC collected data on sheltered and unsheltered homeless populations


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**Notes:**



Congratulations! You have completed the Exhibit 1: Homeless Populations and Subpopulations online training module. You should now be able to:

- Enter information demonstrating how your CoC collected data on sheltered and unsheltered homeless populations

Continue to the next slide to complete the provided web form.



Module Completion Web Form



**Now that you have completed the Exhibit 1: Homeless Populations and Subpopulations online training module, select the web link below so that you may fill out the web form.**

**[e-snaps Online Training Module Completion Web Form](#)**

**NOTE: To continue your learning experience, close this window and select another module from the training home page.**

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**Notes:**

Now that you have completed the Exhibit 1: Homeless Populations and Subpopulations online training module, select the web link that is titled, “e-snaps Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M190>) so that you may fill it out.

After you complete the form, close this window and select another module from the training home page to continue your learning experience.